

****NOTE: May need revising based upon your start time each day!**

ATTENDANCE

One day in summer school is equivalent to approximately two weeks of regular school. This makes clear the necessity for perfect attendance.

1. TWO (2) absences are allowed for all courses. Upon the third absence, the student will be dropped from the course with a grade of "F" and no credit will be earned. Tuition is not refunded.
2. Please notify the Summer School Coordinator when your child is absent. The office will make every effort to contact parents each time a student is absent. Please make sure that you closely monitor your child's attendance.
3. Summer School begins promptly at 8:00 a.m.
 - Students must be on time both at the beginning of class and at the end of each break. Students who are tardy must go to the Summer School office for an admission slip in order to be admitted to class.
 - The school day for **NovaNET** classes is 3 and 1/2 hours in length.
 - AM session begins at 8:00 a.m. and ends at 11:30 a.m.
 - PM session begins at 12:00 a.m. and ends at 3:30 p.m.
 - NovaNET students arriving after 9:00 a.m. or 1:00 p.m. will be counted absent for the entire day.
 - NovaNET Students arriving between 8:15-8:59 a.m. (AM session) or 12:15-12:59 p.m. (PM session) will be counted absent for ½ day.
 - Students arriving between 8:01 and 8:15 or between 12:01 and 12:15 p.m. will be given one tardy. **THREE (3) tardies will be counted as ONE (1) absence.** This absence will count toward the two-absence limit. This absence will count toward dropping the student from the course.
 - The school day for **Traditional** classes is 6 ^{1/2} hours in length.
 - Class begins at 8:00 a.m. and ends 2:30 p.m.
 - Students in traditional classes arriving after 11:15 a.m. will be counted absent for the entire day.
 - NovaNET Students arriving after 8:30 a.m. or 12:30pm will be counted absent for ½ day.

Students arriving between 8:01 and 8:15 or 12:01 – 12:15 pm will be given one tardy. **THREE (3) tardies will be counted as ONE (1) absence.** This absence will count toward the two-absence limit. This absence will count toward dropping the student from the course.

Refunds

1. Refunds will be issued automatically if a course does not fill. The Summer School Coordinator will request the refund by submitting the required paperwork to the WCPSS Accounting Office. Refunds can take from 3 to 6 weeks to process.
2. No refunds, other than automatic refunds, will be approved after 3:00 p.m. on June 23, 2008. Teachers are hired based upon the number of paid registrations. Register carefully!
3. Refund requests made before the cut-off date should be submitted in writing to the school's Summer School Coordinator using the Refund Request Form, and a Vendor Information Form. These forms are available from the Summer School Coordinator. Verbal requests for refunds will not be considered.
4. Refunds are not made in the case of voluntary withdrawals, withdrawal due to poor attendance, or withdrawals due to disciplinary action.